

# DRMS/LESO NATIONAL PROPERTY REQUISITION LESO

LAW ENFORCEMENT AGENCY CUSTOMER GUIDE

V 1.0.3

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# TABLE OF CONTENTS

1.0	INTRODUCTION	3
REC	DURFMENTS	ء ت
Ass	QUIREMENTS	2
Use	ER PRIVILEGES	4
GET	r Help	
	START THE DRMS/LESO PROGRAM	
3.0	SUBMIT A REQUEST	
3.0	SUBMIT A REQUEST	C
4.0	MODIFY/RESUBMIT REQUESTED ITEMS	13
5.0	VIEW HISTORY FOR REQUESTS	14
60	CHANCE HISTORY	10

#### 1.0 Introduction

The Defense Reutilization and Marketing Service's (DRMS) Law Enforcement Support Office (LESO) Web software enables Law Enforcement Agencies (LEA) to reserve equipment, State coordinators to approve/reject LEA requests, and LESO coordinators to approve/reject LEA requests received from State coordinators.

This Web software streamlines the process for LEAs, enabling them to submit requests quicker and to receive rapid responses to their requests.

#### System Overview

This system enables the LEA to:

- Search for equipment by Federal Supply Class (FSC) or National Item Identification Number (NIIN), full or partial product name, region, date the item entered inventory, and/or condition code.
- Review specific condition or historical information about the equipment.
- Submit equipment requests.
- Obtain request approvals/rejections.
- Modify or delete equipment requests.
- View equipment request histories for the LEA.

The system enables the state coordinator to:

- Review item requests.
- Modify, approve, or reject item requests.
- Review information about the equipment.

#### Requirements

To use this software, the user's PC must run a Web browser, such as Internet Explorer or Netscape Navigator.

### **Assumptions**

It is assumed that the user has Windows Operating System experience, Web browser experience, query experience, and knowledge of and experience with the DRMS/LESO reutilization program.

#### **User Privileges**

The LEA may view, edit, and submit requests only for their LEA.

#### Get Help

Each page contains a **Help** hyperlink. Click the hyperlink to obtain online help and tips on using this system.

#### LESO Page

https://drmsweb.drms.dla.mil/cmis/links.htm

#### **LEA Customer Guide**

https://drmsweb.drms.dla.mil/cmis/DRMS\_LESO/LEA\_Automation\_Guide\_V\_1.0.3.pdf

# 2.0 Start the LESO DRMS Program

#### To start the DRMS/LESO program:

In the Address of the Web browser, enter <a href="http://www.drms.dla.mil/">http://www.drms.dla.mil/</a> and press <a href="Enter">Enter</a>. The system displays the Defense Reutilization and Marketing Service (DRMS) Web page.



2. Hover your mouse over the "Property Search for Military, Federal, State & Special Programs".



3. Scroll down to and click "Law Enforcement Support Office (LESO)".



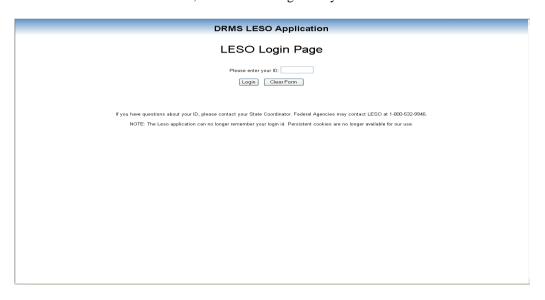
4. A Security Alert will pop up. Please just click "OK" and the next screen will open.



5. Click **Law Enforcement Agency**. This will bring you to the LESO Login Screen.



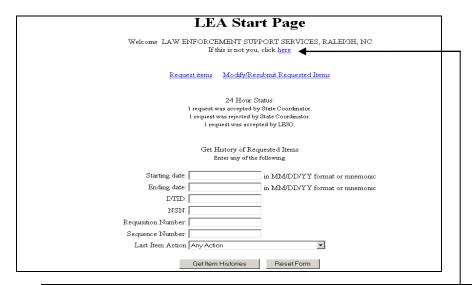
6. In the **ID** text box, enter the ID assigned to you.



□ NOTE

If you do not have a user ID, contact your state coordinator. Federal Agencies contact LESO.

Click Login. The system displays the LEA Start page. The system welcomes your office, and it lists a series of menu options.



#### **CAUTION**

If the specified office does not apply to your LEA, click here as instructed and follow the instruction: Enter your ID in the LESO Login Page and click Proceed. Select Remember my ID so each time you log in from this PC, the system will recognize you. If you continue using the system under another LEA's name, any item requests will be recorded for the specified LEA and not your LEA.

Click Reset Form or Clear Form to clear all entries you made on a page.

#### To exit the software system:

Close the Web browser.

## 3.0 Submit a Request

The first step in requesting an item is finding an item that you want to request, based on certain criteria. This is accomplished by performing a query.

#### To submit a request for equipment:

 Click Request Items. The system displays the Government Search Form for the Law Enforcement Support Office. Note: weapons and aircraft cannot be ordered on this site.



2. Perform a query for an item by entering or selecting one or more of the following criteria:

□ NOTE

All search criteria may not be visible on the page. Scroll through the page to view all criteria, as listed in the table below.

Criteria	Description
Federal Supply Code (FSC) 2 or 4 digit code	Enter the FSC 2- or 4-digit code within which you want to view items for selection.
	For information on the Federal Supply Code, click the hyperlink.
NIIN	Enter the National Item Identification Number of the item you are seeking.
Product Name	Enter the partial or full name of the item for which you are seeking.

Date Entered Inventory	Enter the date after which items entered into DRMS inventory will be displayed. Enter the date in the format da-MON-yr, where da is the day, MON is a three-digit abbreviation of the month, and yr is a two-digit number identifying the last two digits of the year.
Supply Condition Code	Select one or more of the following condition codes that you want the item to meet:
	A - Serviceable
	B - Serviceable with qualifications
	C - Serviceable with priority issue
	D - Serviceable test/modification
	E or F - Unserviceable
	G - Unserviceable-incomplete
	H - Unserviceable-condemned
	The system pre-selects all codes by default.
	□ NOTE
	Click the Supply Condition Code hyperlink to obtain detailed information about supply condition codes.
Disposal Condition Code (DCC)	Select one of the following options to select a DCC, indicating the physical condition of the item that should be met:
	• 1
	• 1-3
	• any
	□ NOTE
	Click the Disposal Condition Code hyperlink to obtain detailed information about supply condition codes.

Click the check box for one or more zones within which you want to search for the item.
 From the drop-down list for the selected zone, select one specific site to search.
 NOTE: 1 - You may only select one location within a zone. To search for items in more than one location within one zone, select the zone itself.
 2 - RCP items are shipped at no cost to the customer.
 3 - DRMOs items must be picked up by the customer or they must pay shipping cost. To reduce costs, select DRMOs close to you.

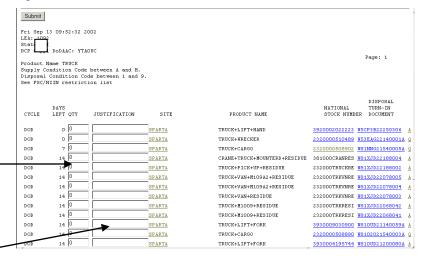
#### □ NOTE

The list of available equipment will be more targeted and manageable if you select several criteria or at least a partial item name.

3. Click **Submit Search**. The system displays the DRMS Requisitioning – LESO MILSTRIP page, listing the items that meet the criteria specified from the query. The search criteria used to obtain the following example was:

Product Name: Truck Selected Site: Sparta WI

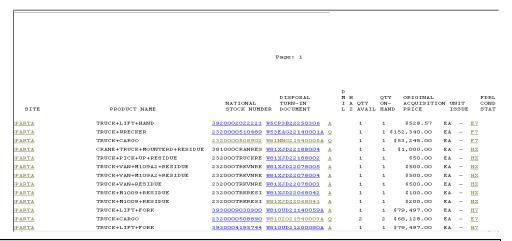
**Reminder:** DRMOs do not pay for shipping of items. The customer must be able to pick-up the item or pay for shipping. Only the Recycling Control Point (RCP) will pay to ship items to LEAs.



Enter the quantity desired for the product you want to request. Quantity entered must not exceed quantity available column.

Enter your justification for requesting the product. A justification is **crucial**, as it enables the state coordinator and LESO to evaluate your request. Maximum of 500 characters.

Scroll to the right to view the entire screen--this is where you will see the quantity available and the condition code.



## □ NOTE

The items in blue are hyper links. Product Names with blue hyperlinks have photographs of the item attached. Items selected should show under the DOD cycle (not GSA, etc...). Take notice of the number of days left in the DOD cycle.

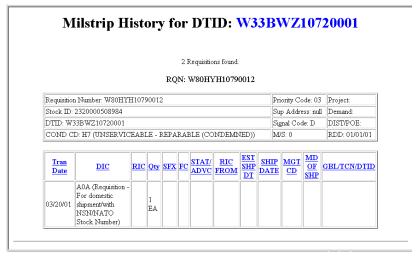
- 3. Scroll through the list to locate the item or items you want to request.
- 4. If desired, click the **National Stock Number** hyperlink for an item to learn more about that item. The system displays general information about the item.

NIIN 011041694: TRUCK,UTIL	ITY
CYLINDER QUANTITY	6
_	•
BATTERY QUANTITY	1
WHEEL QUANTITY	4
DRIVE WHEEL QUANTITY	4
BATTERY VOLTAGE RATING IN VOLTS	12.0
TRANSMISSION TYPE	MANUAL
FORWARD SPEED QUANTITY	4
SEATING CAPACITY	2
FEATURES PROVIDED	POWER STEERING
DRIVE AXLE LOCATION	REAR
AXLE DRIVE TYPE	CONVENTIONAL
AXLE SPEED QUANTITY	1
NOMINAL WHEELBASE	118.00 INCHES
VEHICLE MAXIMUM GROSS WEIGHT	6000.00 POUNDS
FUNCTIONAL DESCRIPTION	BASE MAINTENANCE
NONDEFINITIVE SPEC/STD DATA	1 TYPE AND B CLASS

D NOTE

Click Back to return to the DRMS Requisitioning page.

5. If desired, click the **Disposal Turn-In Document** hyperlink for an item to view the request history for an item. The system displays the Milstrip History information for the selected item.





- 6. From the DRMS Requisitioning page, in the **QTY** text box for the item you want to request, enter the desired quantity to request.
- 7. In the **Justification** text box for the item you want to request, enter the justification for the item. This is an important step, as the justification you enter will be used by the state coordinator and LESO to evaluate whether your request is granted.
- 8. Repeat steps 6 7 for each product you want to request.
- 9. Click **Submit** to submit the request(s). The system displays the LESO Request page, confirming your request(s).

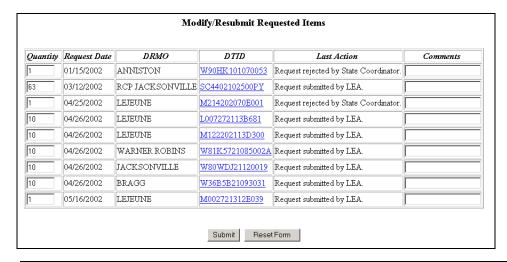


Once a request is submitted, the state coordinator may view the request.

# 4.0 Modify/Resubmit Requested Items

You can edit either the quantity or comments for your request. You may need to edit a request in response to the state coordinator's response to your initial request. For instance, you may need to reduce the quantity of items you requested or you may need to provide a more detailed justification for the item or quantity requested. Only the quantity and comments can be edited for an item request.

1. From the LEA start page, click **Modify/Resubmit Requested Items**. The system displays the LESO Edit page, listing all items requested by your LEA.



□ NOTE

If the item will not be re-submitted, then zero-out the quantity field and click Submit. This empties the field.

If desired, click the hyperlink in the **DTID** column to view current details for the equipment.



NOTE

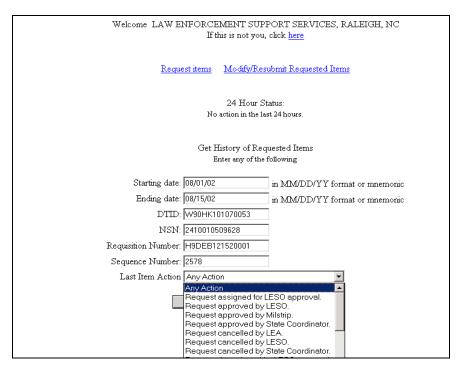
- 1 A cancellation button has been added. If the LEA does not intend to pickup materials from the DRMO, they should use this button to request the cancellation.
- 2 Click Back to return to the DRMS Requisitioning page.

- 3. In the **Quantity** text box and/or the Comments text box for the item request you are editing, enter the appropriate information.
- 4. Click **Submit**. The system refreshes the LESO Edit page, indicating whether an item request was updated.

# 5.0 View History for Requests

You may view all request histories or you can perform a query to view history for a range of item requests. Performing a query will help you target a specific range of requests for viewing.

1. To perform a query, access the LEA Start page, which contains a section where you can enter criteria on which to base your query.



2. Enter one or more of the following criteria by which to search for item requests:

Criteria	Description
Starting date	Enter the date after which you want to view item requests. The format must be in MM/DD/YY, where MM is a two digit number representing the month, DD is a two-digit number representing the day, and YY is a two-digit number identifying the last two digits of the year the request was submitted.
Ending date	Enter the date before which you want to view item requests. The format must be in MM/DD/YY, where MM is a two digit number representing the month, DD is a two-digit number representing the day, and YY is a two-digit number identifying the last two digits of the year the request was submitted.
DTID	A 14-digit document number that is assigned to the item being requested from the DRMO. Using this search method will show the agency/agencies that requested this specific item. More than one request may show up using this search function.

National Stock Number (NSN)	Normally a 13-15 digit number unless it is locally assigned as in this example 263000TIRES. Using the NSN search function will bring up all requests for the agency requesting the search.
Requisition Number	A 14-digit number (example: H9DEB122418835) assigned when LESO initially approves the item but before the item has received MILSTRIP status.  • The first six digits are the DODAAC which consists of numbers and letters (the search function is case sensitive):  ### H9DEB1  • The last eight numbers after the DODAAC consist of the 4 digit Julian date and the 4 digit sequence number: 22418835  Note: This search function will bring up a single specific request.
Sequence Number	A number assigned by the DRMS automation system when a request is placed on the system by an LEA. This search function will bring up a single specific request. The first sequence number assigned by the system was 121.
Last Item Action	From the drop-down list, select the last action for item requests you want to view. The last action is characterized by whether the request has been modified, approved, deleted, rejected, or submitted by your LEA, state coordinator, or LESO.

3. Click **Get Item Histories**. The system displays the LESO History page, listing item requests and their histories. The current record will be at the bottom of the list.

43 items found.												
Sequence	DTID	Quantity	Trans Date	RIC	DRMO Name	DIC	Action	Approver Id	Comments			
122	SC44022045001U	6	02/21/2002 10:37:52	S9WE	RCP NORFOLK	A0A	Request submitted by LEA		LEO use to move evidence			
		6	02/21/2002 11:07:59				Request approved by State Coordinator.	NC	Required to move items to vehicle from storage locations			
		6	02/21/2002 11:48:41				Request approved by LESO.	RMM1172				
		6	02/23/2002 00:00:00				Request rejected by Milstrip.	MILSTRIP				
781	H9114720380060	1	04/16/2002 11:23:58	ST4A	RICHMOND	A0D	Request submitted by LEA.		Emerald Isle PD-1			
		1	04/16/2002 11:45:29				Request approved by State Coordinator.	NC				
		1	04/16/2002				Request	RMM1121	NEED JUSTIFICATION			

- 4. If desired, click the hyperlink in the **LEA ID** column to view information about the LEA requesting the item.
- 5. If desired, click the hyperlink in the **DTID** column to view information about the item requested. The following window is an example of Milstrip History. The page may be long; scroll down to view Milstrip History.

#### Milstrip History

Requisition Number: H9DEB121090960	Priority Code: 15	Project:
Stock ID: 6625013461124	Sup Address: YT0039	Demand:
DTID: FE302011360051	Signal Code: M	DIST/POE:
COND CD: A4 (SERVICEABLE/USED-USABLE (W/O QUALIFICATIONS))	M/S: 0	RDD: 01/01/01

Tran Date	DIC	RIC	<u>Qty</u>	SFX	<u>FC</u>	STAT/ ADVC	RIC FROM	EST SHP DT	SHIP DATE	MGT CD	MD OF SHP	GBL/ TCN/ DTID
04/24/02	A0A (Requisition - For domestic shipment/with NSN/NATO Stock Number)		1 EA									
04/24/02	A5A (Materiel Release Order)	SY3E	1 EA					05/24/02				
04/24/02	AE8		1 EA			BA (Item being processed for release and shipment)						
05/24/02	AF6 (FOLLOWUP FROM DRMS TO DRMO)		1 EA									
06/25/02	ASH		1 EA									

#### □ NOTE

Click Back to return to the DRMS Requisitioning page.

- 6. Use the blue hyperlinks if you need an explanation of the codes.
- 7. Check the STAT/ADVC for the status of your request. In the example above BA status means the item is being processed for release and shipment.
- 8. The EST SHP DT is the estimated ship date. Once a date is entered call the DRMO to make arrangement to ship or pick-up the item.
  - If an LEA has an established shipping account with UPS, FedEx, or any other company, provide the account number to the DRMO.
  - The DRMO will bill the account and ship the item (RCP ships at no charge to customer).
  - An LEA can go to the DRMO and pick-up the item prior to the date in EST SHP DT block.
  - Failure to meet the ship date will cause the item to be cancelled by DRMO/LESO.
  - A customer may cancel their request prior to receiving the materials.
     Cancellation requests must be submitted prior to Milstrip status showing that the item has been shipped. If the Action column shows REQUEST SHIPPED, the item may not be cancelled. See page 13 of this guide for an example of the cancellation request button.



Note: This window shows an example of an item that should not be cancelled because it has Milstrip shipping status.

# 6.0 Change History

Date	Change Description	Type of Change	Author	Version Issue
01.31.2002	Initial document	Baseline	D. Molis	v 1.0.0
09.12.2002	New Windows	Update	J. Hranicky	v 1.0.1
04.05.2005	New Windows	Update	D. Price,SKI,USN	v 1.0.2
07.23.2009	New Windows	Update	D. Arnold	v 1.0.3